

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 31-11**

1 JULY 2004

Security

REPORTS AND ANALYSIS (WING)

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OPR: SFOP (MSgt John F. Vialpando)
Supersedes AFSPCL 31-0011, 2 Aug 99.

Certified by: SFD (James E. Moree, GS-15)
Pages: 6
Distribution: F

This Checklist reflects Command requirements for the Reports and Analysis Section to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been completely revised and needs to be reviewed in its entirety. Additional items have been added to provide a thorough review of AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, AFI 31-201, *Security Police Standards and Procedures* and AFMAN 31-201V7, *Security Forces Administration and Reports*.

1. References have been provided for each item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of the unit Reports and Analysis Section.

DOUGLAS M. FRASER, Brig Gen, USAF
Director of Air and Space Operations

ATTACHMENT 1

REPORTS AND ANALYSIS SECTION (WING)

Table A1.1. Checklist.

SECTION 1: ADMINISTRATION AND REPORTS			
MISSION STATEMENT: To analyze and maintain crime and offense data needed to assist commanders in maintaining good order and discipline.			
NOTE: All references are from AFMAN 31-201V7, <i>Security Forces Administration and Reports</i> , Chapter-2 Security Forces Reports and Analysis, unless otherwise stated.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are the following DD Form 1408, Armed Forces Traffic Ticket , processing actions followed: (Para 2.1)			
1.1.1.1. Is the yellow copy of the DD Form 1408 in the suspense file pending disposition? (Para 2.1.2)			
1.1.1.2. Are blocks 19-23 completed on the back of the white copy, and are any prior history, points assessed, and a suspense date annotated? (Para 2.1.2.)			
1.1.1.3. In the “Report of Action Taken on Traffic Violation”, are the words “No Action Taken” blacked out? (Para 2.1.2)			
1.1.1.4. Is the white copy forwarded to the offender’s commander for action? (Para 2.1.2)			
1.1.1.5. Is a 14-day suspense for command action established? (Para 2.1.3)			
1.1.1.6. Are the DD Form 1408s signed by the violator’s unit or squadron section commander? (Para 2.1.3.1)			
1.1.1.7. If a DD FM 1408 was issued during the course of an accident investigation, was a copy of the accident report attached to the ticket when it is sent for command action? (Para 2.1.5)			
1.1.2. Were the following DD Form 1408 rebuttal procedures followed: (Para 2.1.6)			
1.1.2.1. Did the violator submit a rebuttal letter articulating his/her position to the CSF through SFAR within 10 days of receipt of the ticket? (Para 2.1.6.1)			
1.1.2.2. Was the letter endorsed by his/her commander to ensure commander-level involvement? (Para 2.1.6.1)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.2.3. Did the commander add comments supporting the violator's guilt or innocence? (Para 2.1.6.1)			
1.1.2.4. Did SFAR attempt to obtain a written statement from the patrol person issuing the ticket for inclusion in the rebuttal package? (Para 2.1.6.2)			
1.1.2.5. Was the completed package forwarded to the CSF for his/her annotation/recommendation and subsequently to the rebuttal authority (wing commander's designee—usually the Mission Support Group Commander) for final decision? (Para 2.1.6.2)			
1.1.2.6. Did SFAR notify the violator of the final outcome of his/her ticket rebuttal? (Para 2.1.6.2)			
1.1.3. Are the following DD Form 1805, United States District Court Violation Notice , processing actions followed: (Para 2.2.)			
1.1.3.1. If violators are transferred to another base, are the driving records (a SFMIS printout) forwarded to the gaining installation CSF? (Para 2.2.1)			
1.1.3.2. Is the pink copy filed in the suspense file pending disposition? (Para 2.2.2)			
1.1.3.3. Is the white copy mailed to the Central Violations Bureau (CVB) at the local Magistrate's location? (Para 2.2.2)			
1.1.4. Were the following DD Form 1805 rebuttal procedures followed: (Para 2.2.6)			
1.1.4.1. Does SFAR crosscheck the list provided by CVB of the status of all tickets they processed, with the ticket tracker and SFMIS. (Para 2.2.6.3)			
1.1.5. Does SFAR adhere to the following report processing procedures: (Para 2.3)			
1.1.5.1. Review reports for accuracy and all required information. If a report is incomplete, is it returned to the appropriate office, annotating the corrections required? (Para 2.3.1)			
1.1.5.2. Is a suspense date issued and annotated on a report tracking log/binder for all reports processed? (Para 2.3.1)			
1.1.5.3. Is a 14-day suspense established for reports requiring commander action? (Para 2.3.3)			
1.1.5.4. Is the suspense date annotated on the cover letter of the report? (Para 2.3.3)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.5.5. If a response on command action is not received by the due date, is a letter dispatched, "Notice of Late Suspense" (normally pre-signed by the CSF) giving an additional 7-day suspense? (Para 2.3.3)			
1.1.5.6. If the additional suspense is not met, is a "Notice of Second Late Suspense" sent to the unit commander with a courtesy copy to the group commander? (Para 2.3.3)			
1.1.5.7. Are incident reports signed by the violator's unit or squadron section commander? (Para 2.3.3.1)			
1.1.5.8. Is the report issued suspense for 14 days using a cover letter? (Para 2.3.7.1)			
1.1.6. Are the following procedures adhered to for the preparation of DUI/DWI, No Proof of Insurance or Revocation/Suspension of Base Driving Privileges Packages: (Para 2.6)			
1.1.6.1. Is a folder prepared on the individual with the following paperwork: (Para 2.6.1)			
1.1.6.1.1. Request for legal review/coordination? (Para 2.6.1.1)			
1.1.6.1.2. Copy of the preliminary driving revocation letter (pre-signed by the wing commander or his/her designee and normally issued by the apprehending/detaining security forces member)? (Para 2.6.1.2)			
1.1.6.1.3. Copy of the DUI/DWI, no insurance or driving while license suspended/revoked report or ticket (to include any command action already taken)? (Para 2.6.1.3)			
1.1.6.1.4. Any blood alcohol results (if available)? (Para 2.6.1.4)			
1.1.6.2. Are revocations received from other bases or services honored and processed? (Para 2.6.2)			
1.1.6.3. Does SFAR provide a copy of all suspension/revocation lists to SF operations for use at installation entry points? (Para 2.6.3)			
1.1.6.4. Is the suspension/revocation/barment listing updated as soon as the authority commander signs the package? (Para 2.6.5)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Are the following procedures adhered to for the forwarding and disposition of driving records: (Para 2.4)			
1.2.1.1. If violators are transferred to another base, are the driving records (SFMIS printout) forwarded to the gaining installation? (Para 2.4.1)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.1.2. Upon receipt of the PCS orders or rosters, is a check the ticket and accident SFMIS tracking database performed for any priors on the violator? (Para 2.4.1)			
1.2.1.3. If the violator will be separating or retiring, is this status reflected on all records? (Para 2.4.2)			
1.2.2. Are the following procedures adhered to for the preparation of Revocation of Exchange/Commissary Privileges Packages: (Para 2.8)			
1.2.2.1. Is a review of the report conducted? (Para 2.8.1)			
1.2.2.2. Is an on-scene revocation of AAFES/Commissary Privileges Letter issued? (Para 2.8.2)			
1.2.2.3. Is the final AAFES/Commissary Revocation Letter and a copy of the case file sent through the base SJA and to the wing commander or their designee for signature? (Para 2.8.3)			
1.2.2.4. After the letter is returned with the appropriate signature from the action authority, is the individual's commander informed? (Para 2.8.4)			
1.2.2.5. Does SFAR see the individual and their supervisor/sponsor to issue the final revocation letter as required? (Para 2.8.4)			
1.2.2.6. Does SFAR send the letter by certified mail to the violator's listed address if the person is not military affiliated? (Para 2.8.4)			
SECTION 2: TRAFFIC SUPERVISION NOTE: All references are from AFI 31-204, <i>Air Force Motor Vehicle Traffic Supervision</i> unless otherwise stated.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Is Traffic Accident Investigation Report Data (to include location conditions, type of accidents, and other factors) analyzed in an attempt to isolate causes where frequent accidents occur in one area? (Para 4.7.1)			
2.1.2. Are violators notified in writing when driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months)? (Para 5.4.6)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Is Traffic Accident Investigation Report Data used as follows? (Para 4.7)			
2.2.1.1. Is the data derived from traffic accident investigations analyzed to determine accident causes? (Para 4.7.1)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
2.2.1.2. Is accident data and trend analysis available to agencies requesting the data for reporting and analytical purposes, (with the exception of privacy act information)? (Para 4.7.1)			
2.2.2. Is the use of the point system and procedures prescribed in AFI 31-204, Table 5.2 utilized as mandated? (Para 5.3)			
2.2.2.1. Do points assessed against a person remain in effect for point accumulation purposes for 24 consecutive months? (Para 5.4.7)			
SECTION 3: STANDARDS AND PROCEDURES NOTE: All references are from AFI 31-201, <i>Security Police Standards and Procedures</i> , unless otherwise stated.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Does SFAR provide the crime prevention program manager criminal statistical data for analysis to determine the following: (Para 12.4.3.2)			
3.1.1.1. Employment of appropriate crime-risk management systems? (Para 12.4.3.2)			
3.1.1.2. Short- and long-term crime prevention strategies to counter local crime problems? (Para 12.4.3.2)			